

SUPPLY TEACHERS' SURVIVAL HANDBOOK (BOOK 1: AGES 6 - 8)

By David J Cohen

Illustrated by Terry Allen. © Ready-Ed Publications - 2002.

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Supply Teacher Report Sheet

Date: _____ Monday Tuesday Wednesday Thursday Friday

Class: _____ Year level: _____ School: _____

Supply teacher name: _____

Hello _____,

I was assigned to your class during your absence. Here is a summary of the day:

Time	Lesson covered	Comment

Sample
Sample
Sample

Children worthy of special note: _____

Additional comments: _____

Regards _____

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The Supply Teachers' Survival Handbook for 6 to 8 year olds

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Notes for the Supply Teacher

Being Prepared

The real motto of the consummate supply teacher is to *be prepared*. You can help yourself by:

- Arriving early. If you're going to be at a phone ahead. There's nothing worse from the school's point of view than not knowing when, or indeed if, they have a supply teacher for the day.
- Bringing your own materials. Items might include: red, blue and black biro, Tipp-ex, pencil, rubber, scissors, glass ruler, permanent marker and whiteboard marker.
- It is also useful to have paper of various types available for emergency use.
- Last but not least, bring your copy of *The Supply Teachers' Survival Handbook*!

When you Arrive

- Arrive at least 30 minutes prior to school starting. You'll need this time to orientate yourself - find your room, the toilets, the staff room, look over the lessons and make any necessary photocopies.
- Check in at the school office.
- Introduce yourself to the principal/head teacher at some stage during the day.
- Introduce yourself to your nearest teacher neighbour. They will usually fill you in on any missing information.

Managing your Day

- Find out if you're on duty. If there's an incident in the playground and you're not there when you should be, you can be held responsible.
- Familiarise yourself with the classroom timetable and try to keep to it as much as possible to minimise disruptions. Alterations to routines can unsettle children's learning patterns and are best avoided.
- Calling the class roll usually takes place first thing in the morning, and perhaps again for the afternoon session. Use the correct marking key and check for any difficult names to pronounce.
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- Leave the teacher's desk and the room as tidy as possible. Better still leave the room tidier than you found it.
- Leave a note to the teacher on what work you covered. There is a photocopiable sheet on Page 2 of this book for this purpose.

Managing the Lessons - Getting the Most out of the Children

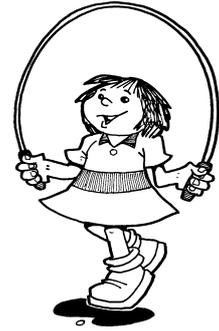
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- Get to know children's names - not the easiest of tasks since you are there for a short time. However, children respond better when they hear their name, so it's worth the effort. Ask children to write their names on a name tag and tape it to their desk. Use the template on page 6.
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- Don't threaten children. It's a sign you don't really feel in control and children will pick up on this very quickly. Remain calm and remind children of the importance of completing tasks. Use positive reinforcement at least once every minute.
- Children love stickers. Used as reward for task completion, they become extrinsic motivators. Instead use them as a surprise acknowledgement for a job well done.
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Names

My first name is:

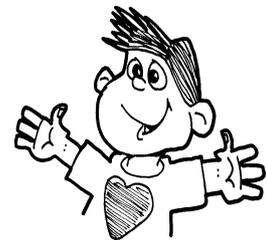


Sample
Sample
Sample

My first name is:



My first name is:



Three Billy Goats Gruff Story

The story of the Three Billy Goats Gruff is about three billy goats wanting to cross a bridge to get to the other side of the river where there is more grass to feed on. But first, they have to get past the mean old troll who guards the bridge and wants to eat them.

★ Read the story and answer the questions that follow.

Once upon a time, there lived three goats - Little Billy Goat Gruff, Middle Billy Goat Gruff and Big Billy Goat Gruff. One day, they noticed they were running out of grass to eat.

"What shall we do?" asked Middle Billy Goat Gruff.

"Let's cross the bridge to the other side of the river where there's lots of grass," replied Little Billy Goat Gruff.

"But there's a mean old troll guarding the bridge," said Big Billy Goat Gruff.

"I am not afraid of the mean old troll. I will go first," said Little Billy Goat Gruff.

So, Little Billy Goat Gruff walked across the bridge.

Trip-Trap Trip-Trap Trip-Trap

The mean old troll popped his head out from under the bridge.

"Who's that crossing my bridge?" roared the mean old troll.

"It's me, Little Billy Goat Gruff," said the little goat in his little voice.

"Then I am going to eat you," said the mean old troll.

"Oh no, I'm way too small to eat. Wait for my brother, Middle Billy Goat Gruff, he is bigger and much more tasty than me."

"Very well," said the mean old troll, "I will wait for your bigger brother."

So, Little Billy Goat safely crossed the bridge to the other side of the river.

Next, Middle Billy Goat Gruff crossed the bridge.

Trip-Trap Trip-Trap Trip-Trap

Three Billy Goats Gruff Story cont.

The mean old troll popped his head out from under the bridge.

"Who's that crossing my bridge?" roared the mean old troll.

"It's me, Middle Billy Goat Gruff," said the middle goat in his middle sized voice.

"Then I am going to eat you."

"Oh no, I'm too small to eat. Wait for my brother, Big Billy Goat Gruff. He is bigger and much more tasty than me."

"Very well," said the mean old troll, "I will wait for your bigger brother."

So, Middle Billy Goat safely crossed the bridge to the other side of the river.

Next, Big Billy Goat Gruff crossed the bridge.

Trip-Trap Trip-Trap Trip-Trap

The mean old troll popped his head out from under the bridge.

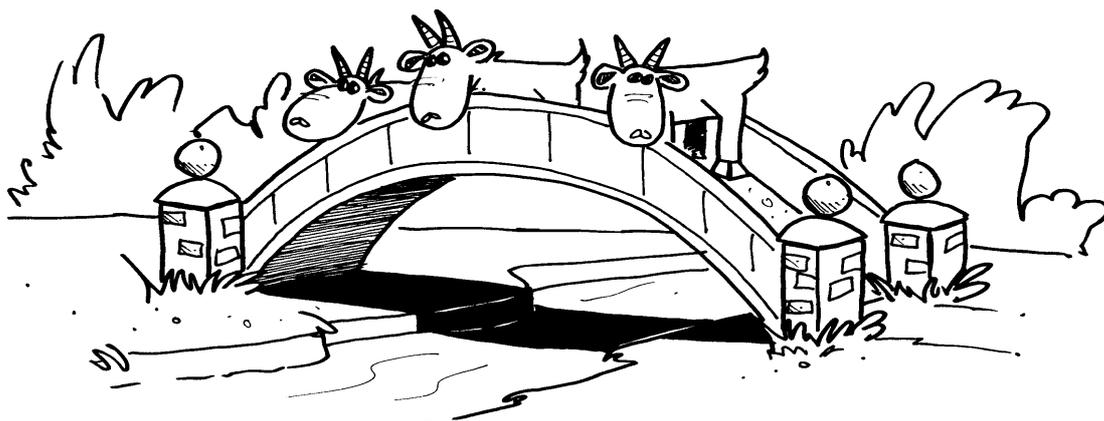
"Who's that crossing my bridge?" roared the mean old troll.

"It's me, Big Billy Goat Gruff," said the big goat in his big voice.

"Then I'm going to eat you for crossing my bridge."

The mean old troll jumped up on the bridge. He licked his lips and was getting ready to eat Big Billy Goat Gruff up. But Big Billy Goat Gruff was having none of that. He lowered his head and charged at the mean old troll. He hit the mean old troll with his long sharp horns so hard that the troll went flying into the air and splashed into the river. The mean old troll was never seen again.

The three Billy Goats Gruff lived happily ever after.



Three Billy Goats Gruff 1

★ Answer these questions:

1. How many Billy Goats were there altogether? _____
2. Which Billy Goat crossed the bridge first? _____

3. Which Billy Goat crossed the bridge last? _____

4. Why did the Billy Goats want to cross the bridge? _____

5. Why didn't the Mean Old Troll eat the Little Billy Goat?

Draw a picture of what you think the TROLL looks like.

Draw the three Billy Goats Gruff standing next to each other.

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Story Board

☆ Make up a story and tell it in pictures. Remember, every story needs a conflict or problem to make it interesting. The end will contain the solution.

Beginning - Tell who, when and where.	

Middle - Most exciting and longest part of the story.	
Sample	Sample
	Sample

End - Explain how the problem or conflict is solved.	

Comparing Stories

Let's compare two popular traditional stories. Complete the story outlines.

Title	Little Red Riding Hood	Three Little Pigs
Setting • When • Where		
Main characters	Sample	
Main events that take place in the story		Sample

In what ways are the two stories similar? _____

In what ways are the two stories different? _____

Fact or Opinion

Facts are things we can prove to be true. If we cannot prove something with evidence then it is only an **opinion**. For example the statement: "Plants get energy from the sun", can be proven with experiments. However, the statement: "My pet Wellard is the cutest dog in the world", is only an opinion as it is something you cannot prove.

★ Write down whether you think these sentences are fact or opinion.

- 1. My car has broken down. _____ e.g. *fact* _____
- 2. There are 365 days in a year. _____
- 3. Coronation Street is the best program on TV. _____
- 4. Kylie Minogue is the best singer in the world. _____
- 5. Julius Caesar was a Roman ruler. _____
- 6. Spanish is the native language of Spain. _____
- 7. Football is the worst sport to play. _____
- 8. Michelle plays netball every Saturday afternoon. _____
- 9. My uncle lives at 22 Appleway, Smallsville. _____
- 10. The best city in the world is London. _____

★ Write six sentences containing facts.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

★ Write six sentences containing opinions.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____



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Writing Instructions

Instruction writing is used to get a special message across. To write instructions keep in mind these points:

- Write clear and concise sentences;
- Number each instruction;
- Include a colourful drawing;
- Keep it simple!

★ Choose something to write instructions on or select one of the following:

How to wash the dishes, How to make your bed, How to play Nintendo, How to play football, How to plant a seed. Include both pictures and words.

Character Grid

☆ Select a book you are reading or have read. Write the characters from the book in the vertical boxes (going down).

Then select your own characteristics such as:

angry, good, bad, clever, persistent, smart, cruel, cheeky, careful, brave, scared, kind, mean, strong, weak, magical, aggressive, disorganised, organised, fearful, hungry, anxious, tired, clumsy, moody, talented, fit, tall, short, strong, weak, young, old.

☆ Complete the character grid by ticking the boxes that best describes each character.

Title of Book: _____

Characteristics →									
Characters ↓									

When you have finished:

1. Draw a picture of your favourite characters.
2. Make up a character grid for another book you have read.

Name: _____

Book Review

★ Select a fiction book or story to complete this book review.

Title of book: _____

Author: _____

Illustrator: _____

Setting:

Who are the main characters? _____

When did the story take place? _____

Where did the story take place? _____

Story outline:

What happened at the beginning of the story?

What happened in the middle of the story?

What happened at the end of the story?

Draw a picture from the story.

Describe an exciting part of the story in your own words. _____

What rating do you give this book?					
------------------------------------	--	--	--	--	--